

## **VOLUNTEER OPPORTUNITY**

### **Investigative Research Support**

**Position Open:** Applications will be accepted until position(s) are filled.

**Position Title:** Investigative Research Volunteer. (Phoenix)

**Department/Division:** Criminal Intelligence Division, Intelligence Bureau, Arizona Fusion Center.

**Workplace Address:** 16212 N. 28<sup>th</sup> Avenue, Phoenix, Arizona, 85053.

**Number of Hours/Week:** 4-40 hours.

**Days of Work Week:** Monday through Friday during normal business hours.

**Start/End Hours:** 0800 – 1700 hours.

**Position Description:** Individuals are needed for answering telephones and conducting investigative research on individuals, vehicles and locations. Access to certain department and open source databases is required in direct support of investigative operations for criminal justice agencies only.

**Essential Functions:**

1. Receives and prioritizes requests for research assistance, and determines what type of assistance is needed in order to initiate the collection of intelligence information and ensure information is obtained in a timely manner.
2. Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information.
3. Searches department and open source databases for information and data which relates or links to an active criminal investigation.
4. Answers and screens telephone calls to provide assistance or refer call to appropriate person or unit.
5. Files various types of intelligence reports and documents to maintain intelligence records.

**Qualifications:** Must obtain ACJIS Terminal Operator Certification within two weeks of the start of the Volunteer Program and maintain throughout the assignment. Maybe required to sit for extended periods of time. Because of the Intelligence Bureau's complex working environment a minimum of 16 work hours per month shall be required. Knowledge of personal computer software and operating systems, research techniques and resources, review, proofread, edit and verify material for accuracy and exercise good judgment in safeguarding confidential or sensitive information. Be able to communicate effectively, complete assignments within a designated deadline and establish and maintain effective working relationships with those contacted in the course of assignment.

**Application and Selection Process:** Human Resources reserve's the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.

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**Apply:** Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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